

Unit Card Bill  
Closing 4/3/15

CTO PAID

FY 20 15

TANUM 102557

DATE OF REQ

2015-03-03  
24 MAR 15 CMH

RICHARD BURR, NORTH CAROLINA, CHAIRMAN  
DANIELE FENSTER, CALIFORNIA, VICE CHAIRMAN

JAMES L. HATCH, IDAHO  
DANIEL COATS, INDIANA  
MARIO RUBIO, FLORIDA  
SUSAN COLLINS, MAINE  
ROY BLUNT, MISSOURI  
JAMES LANKFORD, OKLAHOMA  
TOM COTTON, ARKANSAS

RON WYDET, OREGON  
BARBARA A. MANDEL, MARYLAND  
MARK WARREN, VIRGINIA  
MARTIN HEINRICH, NEW MEXICO  
ANGUS S. KING, JR., MAINE  
MAZIE HIRONO, HAWAII

MITCH MCCONNELL, KENTUCKY, EX OFFICIO  
HARRY REID, NEVADA, EX OFFICIO  
JOHN MCCAIN, ARIZONA, EX OFFICIO  
JACK REED, RHODE ISLAND, EX OFFICIO

CHRISTOPHER A. JOYNER, STAFF DIRECTOR  
DAVID GUINNIS, MINORITY STAFF DIRECTOR  
DEBBIE L. THOMPSON, CLERK

## United States Senate

SELECT COMMITTEE ON INTELLIGENCE

WASHINGTON, DC 20510-6475

February 23, 2015

The Honorable Ashton Carter  
Secretary  
U.S. Department of Defense  
Washington, DC 20301

Dear Mr. Secretary:

I authorize Senators Tom Cotton, James Lankford, Thom Tillis, Dan Sullivan, Joni Ernst, and Mike Rounds and staff members, (b) (6) and (b) (6) to travel to Guantanamo Bay Naval Station on March 13, 2015 on official business.

I request that the Department of Defense provide assistance for this travel, including MILAIR transportation, an escort officer, and the payment of actual and necessary expenses to include reimbursement for meals and lodging as may be required, as authorized by Section 1314, Public Law 207 and 31 U.S.C. sec. 1108(g).

Thank you for your consideration.

Sincerely,



Richard Burr  
Chairman  
Senate Select Committee on Intelligence

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>							<b>1. DATE OF REQUEST</b> (YYYYMMDD) 20150303			
<b>REQUEST FOR OFFICIAL TRAVEL</b>										
<b>2. NAME</b> <i>(Last, First, Middle Initial)</i> (b) (6)			<b>3. SOCIAL SECURITY NUMBER</b> (b) (6)			<b>4. POSITION TITLE AND GRADE/RATING</b> MO-04				
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b>					<b>6. ORGANIZATIONAL ELEMENT</b>		<b>7. DUTY PHONE NUMBER</b> <i>(Include Area Code)</i> (b) (6)			
<b>8. TYPE OF ORDERS</b> AA-ROUTINE TDY/TAD		<b>9. TDY PURPOSE</b> <i>(See JTR, Appendix H)</i> SPECIAL MISSION TRAVEL See next page			<b>10a. APPROX. NO. OF TDY DAYS</b> <i>(Including travel time)</i> 1		<b>b. PROCEED DATE</b> (YYYYMMDD) 20150313			
<b>11. ITINERARY</b> FROM: WASHINGTON,DC TO: GUANTANAMO BAY,CUB RETURN TO: WASHINGTON,DC										
<b>12. TRANSPORTATION MODE</b>										
<b>a. COMMERCIAL</b>				<b>b. GOVERNMENT</b>			<b>c. LOCAL TRANSPORTATION</b>			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>
	X									RATE PER MILE: _____
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i> CIC(FY15): (b) (6)								<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
<b>13.</b> <input checked="" type="checkbox"/> <b>a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>			<input checked="" type="checkbox"/> <b>b. OTHER RATE OF PER DIEM</b> <i>(Specify)</i>							
<b>14. ESTIMATED COST</b>									<b>15. ADVANCE AUTHORIZED</b>	
<b>a. PER DIEM</b> \$ \$0.00			<b>b. TRAVEL</b> \$ \$1.00			<b>c. OTHER</b> \$ \$525.20			<b>d. TOTAL</b> \$ \$526.20	
<b>16. REMARKS</b> <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>  REMARKS continued on next page										
<b>17. TRAVEL-REQUESTING OFFICIAL</b> <i>(Title and signature)</i>						<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> <i>(Title and signature)</i> (b) (6) GS-12				
<b>AUTHORIZATION</b>										
<b>19. ACCOUNTING CITATION</b> (b) (6)									\$526.20	
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> <i>(Title and signature)</i>						<b>21. DATE ISSUED</b> (YYYYMMDD) 20150303				
						<b>22. TRAVEL ORDER NUMBER</b> 1O25ST				

**PRIVACY ACT STATEMENT**  
(5 U.S.C. 552a)

**AUTHORITY:** 5 U.S.C. 5701, 5702, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, and accounting for official travel.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

**16. REMARKS** (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

**REMARKS** (Continued)

To provide members of the United States Senate and their staff an opportunity to observe detention operations at Naval Station Guantanamo Bay, Cuba.

Senator Tom Cotton (R-AR)  
Senator James Lankford (R-OK)  
Senator Mike Rounds (R-SD)  
Senator Joni Ernst (R-IA)  
Senator Thom Tillis (R-NC)  
Senator Dan Sullivan (R-AK)

Mr. (b) (6) Senate Select Committee on Intelligence  
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Mr. (b) (6) Senate Select Committee on Intelligence

Ms. (b) (6)  
Mr. (b) (6)  
Mr. (b) (6)  
COL (b) (6) OSD Legislative Affairs

CDR (b) (6) WILL ESCORT CODEL COTTON TO GUANTANAMO BAY, CUBA 13 MAR 15 BY MILAIR.

**INCORRECT USE OF CBA.** This trip currently uses a Centrally Billed Account (CBA) as the form of payment for Air or Rail tickets. The traveler is a Non-Exempt cardholder and must use their Individually Billed Account (IBA) - GTCC.<BR><BR>The AO must personally ensure that any use of a CBA by this traveler is authorized by local business rules and/or Service / Agency policy. The AO approval of this non standard use of a DEPARTMENT CBA account will be recorded in the archive. The Other Auth can only be removed if the CBA form of payment is changed. AUTH MANUALLY ENTERED EXPENSE(S). Reimbursement claimed for manually entered expense(s):

CCDEL COTTON . Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). AUTH OTHER (See remarks below) FOREIGN CARRIES AUTH VARIATIONS AUTHORIZED

Traveler is non-exempt from the mandatory provisions of the TTRA.

The 'Travel and Transportation Reform Act of 1998' stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.

Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a DoD disbursing officer.

Submission of travel claims shall be submitted within five (5) working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after each 30-day period.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

**DESCRIPTION:**

To provide members of the United States Senate and their staff an opportunity to observe detention operations at Naval Station Guantanamo Bay, Cuba.

03/04/15

ACCOUNTING DETAIL

|Doc No. MVGUANTANAMOB031315\_A02

Defense Travel System

(b) (6)

=====

ACCOUNTING CLASS CODE

TRIP 1

-----

OTHER-PD

\$500.00

COM. CARR.-C-CBA

\$26.20

-----

15 CTO TRAVEL

\$526.20

(b) (6)



<b>TRAVEL VOUCHER OR SUBVOUCHER</b>				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																										
<b>1. PAYMENT</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: <b>\$ \$0.00</b>																																																																																												
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b> (b) (6)			<b>3. GRADE</b> MO-04	<b>4. SSN</b> (b) (6)	<b>5. TYPE OF PAYMENT (X as applicable)</b> <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA																																																																																									
<b>6. ADDRESS, a. NUMBER AND STREET</b> 1300 PENTAGON		<b>b. CITY</b> WASHINGTON	<b>c. STATE</b> DC	<b>d. ZIP CODE</b> 20350																																																																																										
<b>e. E-MAIL ADDRESS</b> michael.vitali@navy.mil						<b>10. FOR D.O. USE ONLY</b>																																																																																								
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b> (b) (6)		<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b> 1025ST	<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>  Travel Advance - 0.00			<b>a. D.O. VOUCHER NUMBER</b>  <b>b. SUBVOUCHER NUMBER</b>																																																																																								
<b>11. ORGANIZATION AND STATION</b> -			<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)</b>			<b>c. PAID BY</b>																																																																																								
<b>12. DEPENDENT(S) (X and complete as applicable)</b> <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED																																																																																														
<b>a. NAME (Last, First, Middle Initial)</b> <b>b. RELATIONSHIP</b> <b>c. DATE OF BIRTH OR MARRIAGE</b>																																																																																														
<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)																																																																																														
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<b>16. POC TRAVEL (X one)</b> <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER																																																																																														
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<b>23. COLLECTION DATA</b>																																																																																														
<b>24. COMPUTED BY</b>		<b>25. AUDITED BY</b>		<b>26. TRAVEL ORDER/ AUTHORIZATION POSTED BY</b>		<b>27. RECEIVED (Payee Signature and Date or Check No.)</b>																																																																																								
<b>28. AMOUNT PAID</b> 0.00																																																																																														

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.

Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

**ROUTINE USE(S):** Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: <http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

**DISCLOSURE:** Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

## PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15 - ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

#### ITEM 15e. LODGING COST

Enter the total cost for lodging.

### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

### 29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

continued on subsequent pages...



Travel Order Comments: To provide members of the United States Senate and their staff an opportunity to observe detention operations at Naval Station Guantanamo Bay, Cuba.

Senator Tom Cotton (R-AR)  
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Mr. (b) (6) Senate Select Committee on Intelligence  
Mr. (b) (6) Senate Select Committee on Intelligence

Ms. (b) (6)  
Mr. (b) (6)  
Mr. (b) (6)  
COL (b) (6) OSD Legislative Affairs

CDR (b) (6) WILL ESCORT CODEL COTTON TO GUANTANAMO BAY, CUBA 13 MAR 15 BY MILAIR.

Other Authorizations: OTHER (See remarks below) FOREIGN CARRIES AUTH VARIATIONS AUTHORIZED

03/23/15

ACCOUNTING DETAIL

Doc No. MVGUANTANAMOB031315\_V02

Defense Travel System

(b) (6)

ACCOUNTING CLASS CODE

TRIP 1

15 CTO TRAVEL

\$0.00

(b) (6)

## SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----		\$0.00
NON-REIMBURSABLE EXPENSES -----		\$0.00
		=====
TOTAL AMOUNT CLAIMED -----		\$0.00
GOV'T ADVANCE OUTSTANDING ---	\$0.00	
GOV'T ADVANCE APPLIED -----	\$0.00	- \$0.00
PREV PMTS TO GOVCC -----	\$0.00	- \$0.00
		=====
NET TO TRAVELER (GOVT) -----		\$0.00
GOV'T CHARGE CARD EXPENSES---	\$0.00	
GOV'T CHARGE CARD ATM ADV---	\$0.00	
ADD'LGOVT CHARGE CARD PYMT---	\$0.00	
		=====
TOTAL GOV'T CHARGE CARD AMT	\$0.00	
PAY TO GOV'T CHARGE CARD-----		\$0.00
PAY TO TRAVELER-----		\$0.00

Logged In As: (b) (6)  
Traveler NameDocument Name: MVGUANTANAMOB031315\_V02  
Document Type: Voucher

Screen ID: (b) (6)

[Close Window](#)  
[Help for this screen](#)**Defense Travel System**  
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Preview](#)[Other Auths.](#)[Pre-Audit](#)[Digital Signature](#)[RETURN TO LIST](#)[Amendment Preview Screen](#)[Print Document](#)**Preview Trip**

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**Reference Information**

Reference:

OSD/SSCI

**Document Comments**

Comments to the Approving Official:

To provide members of the United States Senate and their staff an opportunity to observe detention operations at Naval Station Guantanamo Bay, Cuba. Senator Tom Cotton (R-AR) Senator James Lankford (R-OK) Senator Mike Rounds (R-SD) Senator Joni Ernst (R-IA) Senator Thom Tillis (R-NC) Senator Dan Sullivan (R-AK) Mr. (b) (6) Senate Select Committee on Intelligence Mr. (b) (6) Senate Select Committee on Intelligence Ms. (b) (6) Mr. (b) (6) Mr. (b) (6) COL (b) (6) OSD Legislative Affairs CDR (b) (6) WILL ESCORT CODEL COTTON TO GUANTANAMO BAY, CUBA 13 MAR 15 BY MILAIR.

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

**Other Trip Information**

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: SPECIAL MISSION TRAVEL

Trip Description: To provide members of the United States Senate and their staff an opportunity to observe detention operations at Naval Station Guantanamo Bay, Cuba.

Conference/Event Name: Not Applicable

Overall Starting Point Time Zone: EST (06)

Itinerary:  
[View](#) Leave From: WASHINGTON,DC  
Leave: 13-Mar-15

Location 1 - GUANTANAMO BAY,CUB Time Zone: EST (06)

Itinerary:  
[View](#) Leave From: GUANTANAMO BAY,CUB  
TDY/TAD Location: GUANTANAMO BAY,CUB

Arrive: 13-Mar-15

Leave: 13-Mar-15

Overall End Point Time Zone: EST (06)

**Itinerary:**[View](#)

Leave From: GUANTANAMO BAY, CUB

Return Location: WASHINGTON,DC

Arrive: 13-Mar-15

**Expenses**

No Expense Information Available.

**Per Diem Entitlements**

<b>Lodging M&amp;IE:</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Lodge</b>	<b>Total M&amp;IE</b>
<a href="#">View</a>	03/13/15	03/13/15	\$0.00	\$0.00

**Accounting Summary****Actual/Estimate**Accounting Code: 15 CTO TRAVEL [view](#)

LODGING: \$0.00

M&amp;IE: \$0.00

15 CTO TRAVEL Sub Total: \$0.00

Calculated Trip Cost: \$0.00

**Allowed**Accounting Code: 15 CTO TRAVEL [view](#)  
SDN: (b) (6)  
CIC: (b) (6)

LODGING: \$0.00

M&amp;IE: \$0.00

OTHER: \$0.00

15 CTO TRAVEL Sub Total: \$0.00

Calculated Trip Cost: \$0.00

**Disbursing Summary**

Total Prior Payments: \$0.00

Balance Due US: \$0.00

**Net Distribution**

Personal(\$): \$0.00

Individual GOVCC(\$): \$0.00

Total(\$): \$0.00

**Document Totals****Actual/Estimate**

LODGING: \$0.00

M&amp;IE: \$0.00

Calculated Trip Cost: \$0.00

**Baseline Trip**

LODGING: \$0.00

M&amp;IE: \$0.00

OTHER: \$0.00

Calculated Trip Cost: \$0.00

[View Worksheet](#)**Advances and Scheduled Partial Payments Summary**

No Advances requested.

No Scheduled Partial Payments Requested.

Save And Proceed To Other Auths

Proceed to the following page:

Other Authorizations









DEPARTMENT OF THE NAVY

OFFICE OF LEGISLATIVE AFFAIRS  
1300 NAVY PENTAGON  
WASHINGTON DC 20350-1300

IN REPLY REFER TO  
4600  
LA1C  
24 MAR 15

MEMORANDUM FOR THE ASSISTANT FOR ADMINISTRATION, OFFICE OF THE  
SECRETARY OF THE NAVY

Subj: REPORT OF ACTUAL EXPENDITURES IN CONNECTION WITH  
CODEL COTTON TRAVEL TO GUANTANAMO, CUBA.

Ref: CTO No. N6356515TOO25ST DTD 03 MAR 15

Encl: (1) Summary of Expense from Congressional Travel Funds  
and Receipts

(2) Travel Summary Voucher #1351 in the amount of  
\$950.00

1. Travel as authorized has been completed. Enclosure (1)  
reports actual expenses incurred. Enclosure (2)  
requests reimbursement to CDR (b) (6)

Amount of Expenses.....\$950.00

Amount of Advance .....\$950.00

Amount Reimbursed to Unit Card.....\$288.95

Amount Reimbursed from Escort by Check..\$661.05

2. Original and copies of travel authorization have been  
returned to AAUSN.

(b) (6)

SUMMARY OF ACTUAL EXPENSES FROM CONGRESSIONAL TRAVEL FUNDS

CTO NUMBER: N6356515TOO25ST PLACES VISTED: GUANTANAMO, CUBA

DATES OF TRAVEL: 13 MAR 15 MODE OF TRAVEL: MILAIR

OFFICIAL/MEMBERS OF PARTY (NAME & TITLE): SEE ATTACHED MANIFEST

1. EXPENSE CLAIMED: ACTUAL EXPENSE BASIC:

a. Lodging	\$ 0.00
b. Meals	\$ 276.95
c. Entertainment (Explain Below)	\$ 0.00
d. Transportation	\$ 0.00
e. Baggage Handling	\$ 0.00
f. Official Phone Calls	\$ 0.00
g. Other ()	\$ 12.00

EXPENSES CLAIMED: CIVILIAN PER DIEM BASIC:

a. _____ travelers for _____ days @ \$ _____	\$ 0.00
b. Transportation not otherwise provided	\$ 0.00
c. Other (List below)	\$ 0.00

3. Expense of the Escort Officer not otherwise provided (Explain Below)	\$ 0.00
---	---------

---

4a. Total Expense	\$950.00
b. Amount of Funds Advanced	\$950.00
c. Amount Reimbursed to Unit Card	\$288.95
d. Amount Reimbursed from Escort by Check	\$661.05

Submitted: CDR (b) (6)  
Escort Officer

(b) (6)  
Travel Manager,  
Congressional Travel


## STATEMENT OF EXPENSE

CODEL/STAFFDEL COTTON

### Meals on MILAIR for Members, Staff and Escorts

1	Total Cost for Meals (from Mission Expense Record)	\$377.90
2	Cost per meal per person	\$1.12
	Total Meals	26
	Total travelers (members, staff & escorts)	13
3	Total members and staff (do not include escorts)	8
4	Meals to/from/through US	26
5	OLA pays for members and staff only (#4 x #3 x #2)	\$232.55
6	Price per person for MILAIR meals	\$0.00

<b>Reconciliation</b>	
OLA pay	\$232.55
Escorts share	\$145.35
Members/Staff self pay	\$0.00
Total	\$377.90

 <b>PENTAD CORPORATION</b> <b>CAMP AMERICA GALLEY</b> Guantanamo Bay, Cuba	
<b>CASH RECEIPT CERTIFICATE</b>	
RECEIVED FROM:	
THE SUM OF:	AMOUNT IN FIGURES:
FORTY FOUR DOLLARS & FORTY CENTS FOR: <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER OTHERS:	\$ 44.40
CASHIER: (b) (6)	(b) (6) <small>SIGNATURE</small>
	03-13-15 <small>DATE</small>

LUNCH: 44.40 TOTAL / 9 = \$5.50 EACH ✓

TERMINAL ID: (b) (6)  
REF ID: A66042

(b) (6)

**SALE**

EAIFH: 000000

Mar 12, 15  
(b) (6)

11U: (b) (6)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 09-07-2010 BY 60322 UCBAW

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Have a nice day!!

Account

CUSTOMER COPY

**ឆ.ប្រ.**

50.00

Sub total \$12.00

total	\$12.00
-------	---------

CREAT CARB/ACH Gendered 512.00

Change Due      \$0.00



\* 2 9 5 4 3 7 \*

Thank you for shopping

US Senate Stationery Room

We hope you'll come back soon!

# MISSION EXPENSE RECORD

MISSION NO. 31613	AIRCRAFT TYPE AND NO. C40C/B-737-700 / 20201	DESTINATION OCONUS	DATE (Day, month and year) FROM 20150313 TO 20150313		USING AGENCY CODEL			
FOOD EXPENSE				PASSENGER MEALS SERVED				
DATE	LOCATION	DESCRIPTION	AMOUNT	DATE	BREAK-FAST	LUNCH	DINNER	SNACKS
20150311	Giant	Bulk Food	\$135.37					
20150311	Patuxent Wine & Spirits	Bulk Food	\$47.92					
20150312	AAFB Commissary	Bulk Food	\$169.58					
20150312	Safeway	Bulk Food	\$7.13					
20150312	Giant	Bulk Food	\$17.90					
TOTAL FOOD EXPENSE			\$377.90	TOTALS				
SPECIAL REQUEST ITEMS				PASSENGER MEALS/LOAD SUMMARY				
DATE	LOCATION	DESCRIPTION	AMOUNT	TOTAL PAX MEALS SERVED	PLANNED PAX LOAD	ACTUAL PAX LOAD		
				PAYMENT/EXPENSE SUMMARY				
				ITEM		AMOUNT		
				1. ADVANCE AGENCY PAYMENT		\$850.00		
				2. ENROUTE AGENCY PAYMENTS		\$0.00		
				3. TOTAL ADVANCE PAYMENTS		\$850.00		
				4. FOOD EXPENSE		\$377.90		
TOTAL SPECIAL REQUEST ITEMS COST				5. SPECIAL REQUEST EXPENSE		\$0.00		
BILLING DATA			AGENCY CONTACT		6. SURCHARGE		NO.	COST
DEPARTMENT/OFFICE SYMBOL CODEL/USN			NAME OF CONTACT CMDR (b) (6)		7. TOTAL PASSENGER EXPENSE		\$377.90	
ATTENTION OF		ROOM NUMBER			8. REFUND DUE AGENCY		\$473.00	
CITY, STATE, ZIP CODE			BUSINESS PHONE NUMBER (b) (6)		9. TERMINATION PAYMENT		\$0.00	
CERTIFICATION				10. AMOUNT TO BE BILLED		\$0.00		
I certify the above expenses were incurred for passenger requested services.		I certify these expenses were incurred at my discretion for enroute passenger services. Unused items have been turned over to me or disposed of at my discretion.		11.		NO.	CASH	
SIGNATURE OF AIRCRAFT COMMANDER (b) (6)				12.			CHARGE	
SIGNATURE OF FLIGHT ATTENDANT (b) (6)		SIGNATURE OF ESCORT OFFICER (b) (6)		13. REVISED AMOUNT TO BE BILLED				



Andrews Federal C.U.  
Building 1682 Arnold Ave.  
Andrews AFB, MD 20762

03/11/2015 07:17:22  
Merchant ID: (b) (6)  
Device ID: (b) (6)  
Terminal ID: P004.

Andr  
Join  
Buil  
Andr  
Inqu:

CREDIT CARD  
VISA SALE

Acct CARD # (b) (6)  
Eff: TRANS # (b) (6)  
Tr: Batch #: 1  
Approval Code: (b) (6)  
Depos ACI Code: T  
Amount TRANS ID: (b) (6)  
Seq: Entry Method: Swiped  
08202 Approved: Online  
77022  
SALE AMOUNT \$850.00

CUSTOMER COPY

ID Source:

☐ Drv Lic  
☐ SigCard  
☐ Known  
☐ Other

When buying a new or used auto, count on the Andrews Federal Auto Loan to keep payments affordable. It's time to save on every mile. Visit [andrewsfou.org](http://andrewsfou.org) for more details.

## TRANSACTION RECORD

Customer Copy

RITE AID # 3665  
7968 FORT HUNT RD  
ALEXANDRIA VA 22308  
TERMINAL # = (b) (6)  
SEQUENCE # = (b) (6)  
AUTH. # = (b) (6)  
DATE & TIME = 03/12/2015 20:05:12  
BUSINESS DATE = 03/13/2015  
CARD NUMBER = (b) (6)  
TRANSACTION = WITHDRAWAL  
ACCOUNT = FROM CREDIT

DISPENSED AMOUNT = \$100.00  
REQUESTED AMOUNT = \$100.00  
SURCHARGE AMOUNT = \$3.00 - 3.00  
TOTAL AMOUNT = \$103.00  
LEDGER BALANCE = \$25,000.00  
SURCHARGE PAID TO:  
WELCH ATM  
AVAILABLE BALANCE: -\$406.00  
LEDGER BALANCE: \$25000.00

APPROVED

SEQ.#: 2551

JNL.#: 3130

950.00

**STATEMENT OF EXPENSE**

**CODEL/STAFFDEL: COTTON**  
**Dates of CODEL: 13-Mar-15**

**CTO: MVGUANTANAMOB031315\_V02**

DATE	LOCATION	LODGING	MEALS	MISC	Cash Expenditure	Unit Card Expenditure
13-Mar	Guanlanamo Bay, Camp America		\$44.40		\$44.40	
13-Mar	MILAIR Meals (5 mbrs / 3 staff)		\$232.55		\$232.55	
12-Mar	MILAIR			\$12.00	\$12.00	
12-Mar	UNIT CARD Cash ADVANCE					\$100.00
11-Mar	UNIT CARD Cash ADVANCE					\$850.00
Total		\$0.00	\$276.95	\$12.00	\$288.95	\$950.00

Submitted by: (b) (6) CDR USN

Total Expense: \$288.95

Cash Expenditures: \$288.95

Amount owed to Unit Card: \$950.00

Total of cash advances: \$ 950.00

Amount owed to US Navy: \$661.05

Signed: (b) (6)

Date: 16-Mar-15

### STATEMENT OF EXPENSE

CODEL/STAFFDEL: COTTON

CTQ: MVGUANTANAMOB031315\_V02

**Dates of CODEL/STAFFDEL: 3/13/2015**

**I CERTIFY THAT NO RECEIPTS WERE RECEIVED FOR THE EXPENSES INDICATED BELOW:**

[illegible]

Submitted by (b) (6) CDR USN  
(b) (6)

**Total: \$0.00**